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UNITED STATES ENVIRONMENTAL PROTECTION AGENCY Office of Air Quality Planning and Standards Research Triangle Park, North Carolina 27711

2 3 SEP 1983

The Honorable R. P. Klein Hayor of Amarillo Post Office Box 1971 Amarillo, Texas 79186

Dear Mayor Klein:

The United States Environmental Protection Agency (EPA) is currently gathering information on the air pollutant asbestos and on techniques used to control emissions of asbestos from the disposal of asbestos-containing waste. This information will be used to amend the existing national emission standard for the hazardous air pollutant (NESHAP) asbestos (40 CFR 61 Subpart B) in accordance with Section 112 of the Clean Air Act. In order to set standards that are cost effective and environmentally sound, we need information on the costs of waste disposal. To use EPA and industry time efficiently, we are gathering necessary data through written requests.

This letter is to request information on emission control methods and their costs. The information requested is itemized in Enclosure 1 to this letter. This information along with similar information from other firms will be used to help assess the economic impacts associated with various emission control techniques.

We are sensitive to the amount of labor required to respond to this request, and we have tried to limit it to the data we need for developing regulations and to minimize demands on your time. If you want or need assistance in preparing answers to this request, please contact us. Also, you may respond "not applicable" to questions that do not apply to your operations.

The authority for EPA's information gathering is included in Section 114 of the Clean Air Act (42 U.S.C. 7414). Enclosure 2 contains a summary of this authority. If you believe that disclosure of the information we request request would reveal a trade secret, you should clearly identify such information as discussed in the enclosure. Any information subsequently determined to constitute a trade secret will be protected under 18 U.S.C. 1905. If no claim of confidentiality accompanies the information when it is received by EPA, it may be made available to the public by EPA without further notice (40 CFR Part 2.203, September 1, 1976). All emission data, however, will be available to the public. It will expedite the study and simplify problems if you would separate any data claimed to be confidential from the balance of the data.

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EPA has contracted with Research Triangle Institute (RTI) (Contract Number 68-02-3056) to obtain information pertinent to the assessment of the NESHAP for asbestos. Thus, as noted in Enclosure 3, RTI has been designated by the EPA as an authorized representative of the Agency. Therefore, RTI has the rights discussed above and in Enclosure 2. As a designated representative of the Agency, RTI is subject to the provisions of 42 U.S.C. 7414(c) respecting confidentiality of methods or processes entitled to protection as trade secrets.

Enclosure 4 summarizes Agency and Emission Standards and Engineering Division policies and procedures for handling privileged information and describes EPA contractor commitments and procedures for use of confidential materials. It is EPA's policy that compliance by an authorized representative with the requirements detailed in Enclosure 4 provides sufficient protection for the rights of submitters of privileged information.

If you have any questions regarding this request, want assistance, or are unable to provide me with responses to the enclosed questions by October 20, 1983, please contact Mr. John Copeland at (919) 541-5601.

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Jack R. Farmer Director Emission Standards and Engineering Division

4 Enclosures

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Not subject to the requirements of Section 3507, Paperwork Reduction Act of 1980.

ENCLOSURE 1

WASTE MANAGEMENT SITE COST QUESTIONNAIRE

Please answer this questionnaire as completely as possible from existing information sources. This information is necessary to provide the EPA with an accurate description of the industry. Do not hesitate to mention any difficulties you have experienced with air pollution control techniques or in other environmental areas. If there are any questions regarding the questionnaire, please contact John Copeland at (919) 541-5595.

1.

A.	Name and address of responding company.
3.	Name and telephone number of person that can be contacted if additional detail is needed.
c.	Annual operating hours (hrs.)
0.	Size of waste disposal site(acres)
Ε.	Total amount of all waste accepted annually (most recent year)
F.	Average fee charged per urit (ton, yd3, load, etc.) or all waste brought to disposal site. (\$)
G.	Total annual (most recent year) operating cost of landfill excluding capital charges. \$
н.	Projected operating life of landfill (years)
Ι.	Estimated current cost of purchasing land for an equivalent size landfill.
	Payment for land \$ Hearings, environmental impact statements, litigation, zoning and so forth \$ Total \$

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Α.	Are you required to comply with the regulations of RCRA (Resource Conservation and Recovery Act)? Yes No				
в.	Briefly describe your waste disposal procedures for asbestos waste from the time the waste arrives through its placement in the landfill and eventual final covering.				
c.	If RCRA applies to your	facility, a	pproximately what fracti	on of	
D.	your total operating cost are attributable to RCRA? For the following items, please estimate capital, operating and maintenance, and labor costs.				
	Item	Capital Cost (\$)	Annual Operating and Maintenance Cost (\$)	Annual Labor Cost (\$	
	Manifest system Personnel training Contingency plan for emergency Alarm system Landfill liner and leachate collection system Groundwater monitoring system Other major costs due to RCRA (specify)				
Ε.	Estimate the amount of a by type of waste.	asbestos-con	taining waste received	annually	
	Type of Asbestos Waste		mount Received Annually		
	Demolition/Renovation Manufacturing waste Other (specify)	=			
F.	Disposal fee per unit o cubic yard, etc.) \$		ontaining waste (e.g.,	per ton,	

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asbe	there any special equipment and disposal procedures for estos-containing waste. Yes No					
1.	If "yes," describe					
2.	Estimate the cost of	any enocial	envioust and disposal			
٠.	Estimate the cost of any special equipment and disposal procedures for asbestos.					
	Special Asbestos Disposal Items	Capital Cost (5)	Annual Operating and Maintenance Cost (5)	Labor Cost (5		
	Equipment (specify)					
	-					
	Other items (specify)					

ENCLOSURE 2

EPA's Information Gathering Authority Under Section 114 of the Clean Air Act

Congress has given the U.S. Environmental Protection Agency broad authority to secure information needed in the development of national emission standards for hazardous air pollutants for new stationary sources under Section 112 of the Clean Air Act (42 U.S.C. 7412). Among other things, Section 114 of the Act (42 U.S.C. 7414) authorizes EPA to make inspections, conduct tests, examine records, and require owners or operators of emission sources to submit information reasonably required for the purpose of developing such standards. In addition, the EPA Office of General Counsel has interpreted Section 114 to include authority to photograph or require submission of photographs of pertinent equipment, emissions, or both.

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Under Section 114, EPA is empowered to obtain information described by that section even... you consider it to be confidential. You may, however, request that EPA treat such information as confidential. Information obtained under Section 114 and covered by such a request will ordinarily be released to the public only if EPA determines that the information is not entitled to confidential treatment.* Procedures to be used for making confidentiality determinations, substantive criteria to be used in such determinations, and special rules governing information obtained under Section 114 are set forth in 40 CFR Part 2 published in the Federal Register on September 1, 1975 (40 FR 36902).

Pursuant to §2.204(a) of EPA's Freedom of Information Act (FOIA) regulation, in the event a request is received, or it is determined that a request is likely to be received, or EPA desires to determine whether business information in its possession is entitled to confidential treatment even though no request

^{*}Section 114 requires public availability of all emission data and authorizes disclosure of confidential information in certain circumstances. See 40 FR 36902 - 36912 (September 1, 1976).

for release of the information has been received (e.g. when EPA determines there is a need to disclose such information in the course of developing emission standards under Section 111 or 112 of the Clean Air Act), please be advised that EPA will seek, at that time, the following information to support your claim as required by \$2.204(e)(4) of EPA's FOIA regulations:

- 1. Measures taken by your company to guard against undesired disclosure of the information to others;
- 2. The extent to which the information has been disclosed to others, and the precautions taken in connection therewith:
- 3. Pertinent confidentiality determinations, if any, by EPA or other Federal agencies, and a copy of any such determination, or reference to it, if available; and
- 4. Whether your company asserts that disclosure of the information would be likely to result in substantial harmful effects on the business' competitive position, and if so, what those harmful effects would be, why they should be viewed as substantial, and an explanation of the causal relationship between disclosure and such harmful effects.



ENCLOSURE 3

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY Office of Air Quality Planning and Standards Research Triangle Park, North Carolina 27711

DESIGNATION OF AUTHORIZED REPRESENTATIVE

FOR STANDARDS OF PERFORMANCE FOR NEW STATIONARY SOURCES (SECTION 111)

AND NATIONAL EMISSION STANDARDS FOR HAZARDOUS AIR POLLUTANTS (SECTION 112)

Research Triangle Institute (RTI) is hereby designated an Authorized Representative of the Administrator of the United States Environmental Protection Agency for the purpose of assisting in the development of national emission standards for hazardous air pollutants under 42 U.S.C. 7412 and standards of performance under 42 U.S.C. 7411 for maleic anhydride, coke oven door leaks and wet charging and topside leaks, coke oven by-product plants, vegetable oil, BOPF fugitive, textiles, coke oven dry charging, plywood/plywood veneer, asbestos, copper smelters, oil shale and mineral calciners and dryers, under Contract Number 68-02-3056.

This designation is made pursuant to the Clean Air Act,
42 U.S.C. 7414. The United States Code provides that, upon presentation
of this credential, the Authorized Representative named herein: (1) shall
have a right of entry to, upon, or through any premises in which an
emission source is located or in which records required to be maintained
under 42 U.S.C. 7414(a)(1) are located, and (2) may at reasonable times
have access to and copy any records, inspect any monitoring equipment or
method required under 42 U.S.C. 7414(a)(1), and sample any emissions
which the owner or operator of such source is required to sample.

Authorized Representatives of the Administrator are subject to the provisions of 42 U.S.C. 7414(c) respecting confidentiality of methods or processes entitled to protection as trade secrets, as implemented by 40 CFR 2.301(h) (41 FR 36912, September 1, 1976).

Date: SEP 1 9 1983

Designation Expires: October 12, 1985

B. J. Steigenwald

Clacting Director

Office of Air Quality Planning

and Standards

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ENCLOSURE 4

U.S. Environmental Protection Agency Office of Air Quality Planning and Standards Emission Standards and Engineering Division

June 1982

Summary of ESED

Procedures for Safeguarding Confidential Business Information

1. Purpose

This memorandum summarizes Agency policy and procedures pertaining to the handling and sefeguarding of information that may be entitled to confidential treatment for reasons of business confidentiality by the Emission Standards and Engineering Division (ESED), Office of Air Quality Planning and Standards, Office of Air, Noise, and Radiation, U.S. Environmental Protection Agency.

2. Other Applicable Documents:

- a. Clean Air Act as amended.
- b. 40 CFR, Chapter 1, Part 2, Subpart B Confidentiality of Business Information.
 - c. EPA Security Manual, Part III, Chapters 8 and 9.

3. Exception:

This document was prepared as a summary of data gathering and handling procedures used by the Emission Standards and Engineering Division, Office of Air Quality Planning and Standards, EPA. Nothing in this document shall be construed as superseding or being in conflict with any applicable regulations, statutes, or policies to which EPA is subject.

4. Definition:

Confidential Business Information - Information as to which the source has asserted a claim of confidentiality. This information may be identified with such titles as trade secret, secret, administrative secret, company secret, secret proprietary, privileged, administrative confidential, company confidential, confidential proprietary, proprietary, etc. NOTE: These markings should not be confused with the classification markings of National Security information identified in Executive Order 11652.

5. Background:

Section 114(c) of the Clean Air Act as amended reads as follows:

"Any records, reports, or information obtained under subsection (a) shall be available to the public, except that upon a showing satisfactory to the Administrator by any person that records, reports, or information, or particular part thereof, (other than emission data) to which the Administration has access under this section if made public, would divulge methods or processes entitled to protection as trade secrets of such person, the Administrator shall consider such record, report, or information or particular portion thereof confidential in accordance with the purposes of Section 1905 of Title 18 of the United States Code, except that such record, report, or information may be disclosed to other officers, employees, or authorized representatives of the United States concerned with carrying out this Act or when relevant in any proceeding under this Act."

On September 1, 1976, EPA promulgated regulations (40 CFR Part 2) that govern the treatment of business information, including data obtained under Section 114 of the Clean Air Act. These regulations require EPA offices to include a notice with each request for information to inform the business (1) of its right to assert a claim of confidentiality covering part or all of the information, (2) of the method for asserting a claim, and (3) of the effect of failure to assert a claim at time of submission. In addition, the regulations (1) set forth procedures for the safeguarding of confidential information; (2) contain provisions for providing confidential information to authorized representatives; (3) contain provisions for the release of information to the Congress, Comptroller General, other Federal agencies, State and local governments, and Courts; (4) permit the disclosure of information within EPA to employees with an official need for the information; and (5) prohibit wrongful use of such information and describe penalties for wrongful disclosure. Further, the regulations contain the Agency's basic rules concerning the treatment of requests for information under the Freedom of Information Act (5 U.S.C. 552).

6. Procedures:

a. Request for Information

Each request originating in the Emission Standards and Engineering Division (ESED) for information made under the provisions of Section 114(a) is signed by the Division Director. The request includes ESED's standard enclosure "EPA's Information Gathering Authority Under Section 114 of the Clean Air Act," which was designed to meet the requirement of 40 CFR Part 2 discussed above.

b. Receipt of Confidential Business Information

Upon receipt of information for which confidential treatment has been requested, the Office of the Director (OD) directs the logging of the material and the establishment of a permanent file. If confidential treatment is requested, but is not specifically marked, the material will be stamped "Subject to Confidentiality Claim:" If part of the material is claimed to be confidential, that portion is marked "Subject to Confidentiality Claim." In compliance with Sections 2.204 and 2.208 of 40 CFR Part 2, the Branch Chief responsible for the requested information reviews the information to determine whether it 's likely to be confidential, in contrast to being available in the open literature, and whether it likely provides its holder with a competitive advantage. If the information is clearly not confidential, the Branch chief prepares a letter for signature of the Division Director, ESED, to notify the business of this finding. If the information is possibly confidential, the Branch Chief sends a memorandum to inform the Office of the Director, ESED, of this finding, gives a brief description of the material (what it is, how many pages, etc.), identifies it with the correct ESED project number, and lists those persons who are authorized to have access to the information. The information and memorandum are hand carried to the OD and filed with the material. EPA Form 1480-21, "Privileged Information Control Record," (Enclosure A) is also filed with the folder containing the information. If confidential business information is received from the owner via an authorized representative or a third party, the same procedure is followed, with the addition of clearly identifying the information and its source.

By regulation, information for which confidential treatment is requested must be so marked or designated by the submitter. EPA takes additional

measures to ensure that the proprietary designation is uniformly indicated and immediately observable. All unmarked or undesignated information (except as noted below) is freely releasable.

c. Storage of Confidential Business Information

Folders, documents, or material containing confidential business information (as defined) shall be secured, at a minimum, in a combination locked cabinet. Normal ESED procedure is to secure this information in a cabinet equipped with a security bar and locked using a four-way, changeable combination padlock. The locked file is under the control of the Office of the Director.

Knowledge of the combination of the locking device is limited to the minimum number of persons required to effectively maintain normal business operations. Records of the locking device combination may be made but shall be stored elsewhere in conformance with the requirements of the EPA Security Manual.

The combination of the lock is normally changed whenever a person with knowledge of the combination is transferred, terminates employment, or is no longer authorized access, or whenever the possibility exists that the combination may have been subjected to compromise.

Files may be checked out upon confirmation that the person is authorized to receive the information. All confidential files must be returned no later than 3:30 p.m. on the same day they are removed. The intended user must sign the Privileged Information Control Record in the presence of an Office of the Director staff member when the file is checked out and when it is returned.

The individual who signs out a confidential file is responsible for its safekeeping. The file must not be left unattended. The information must not be disclosed to any non-authorized personnel.

Storage procedures for confidential business information by an authorized representative of EPA (see Section d. below) must be, at a minimum, as secure as those established here for EPA. Whenever confidential business information is removed from the EPA files to be transmitted to an authorized representative. a memorandum is placed in the file indicating what information was transmitted, the date, and the recipient.

Access to Confidential Business Information

Only authorized EPA employees may open and distribute confidential busines: information.

Only EPA employees who require and are authorized access to confidential business information in the performance of their official duties are permitted to review documents and, after reviewing, shall sign and date EPA Form 1480-21 (Enclosure A) to certify their access to the document.

The confidential business information file is controlled by the Office of the Director, ESED. Access to the information is strictly enforced by that office.

The ESED Branch through which the confidential business information has been requested or sent provides a memo for the record designating those personnel who are authorized to use confidential business information in performance of their official duties in a program under which confidential business information can be requested. No person is automatically entitled to access based solely on grade, position, or security clearance. A need to know must exist. Where a person with a need to know is not designated on the memo for the record, the applicable Branch Chief shall review that need and, if ar opriate, prepare an amendment to the memo of record. In any case, the memo designating authorized personnel should be reviewed and revised from time to time to ensure that it is current.

Persons under contract to EPA to perform work for EPA may be designated authorized representatives if such designation is necessary in order for the contractor to carry out the work required by the contract. The following conditions apply when it has been determined that disclosure is necessary:

- (1) The authorized contractor representative and its employees (a) may use such confidential information only for the purposes of carrying out the work required, (b) must refrain from disclosing the information to anyone other than EPA without having received from EPA prior written approval of each affected business or of an EPA legal office, and (c) must return to EPA all copies of the information (and any abstracts or excerpts therefrom) upon request or whenever the information is no longer required for the performance of the work.
- (2) The authorized contractor representative must obtain a written agreement from each of its employees who will have access to the information

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to honor the above-noted limitations. A copy of each such agreement must be furnished to EPA in a format substantially complying with that shown in Enclosure B before access is permitted.

(3) the authorized contractor representative must agree that the conditions in the contract concerning the use and disclosure of confidential business information are included for the benefit of, and shall be enforceable by, both EPA and any affected business having a proprietary interest in the information.

These requirements provide reasonable protection for the rights of owners of confidential business information.

Information may be released to or accessed by employees of other EPA elements only upon approval by the Director, ESED, of a written justification signed by a Division Director, or equivalent.

Requests from other Federal agencies, Congress, Comptroller General, Courts, etc., are handled by the Office of the Director, ESED.

Requests under the Freedom of Information Act are handled in accordance with 40 CFR, Part 2, Subpart A. The ESED Freedom of Information Coordinator must be consulted prior to responding to any request for information where a claim of confidentiality has been asserted or where there is reason to believe that a claim might be made if the business knew release was intended.

e. Use and Disclosure of Confidential Business Information

Confidential business information as defined may not be used in publications, supporting documents, memoranda, etc., that become a part of the public domain, except as provided for in 40 CFR, Chapter 1, Part 2, Subpart B.

Confidential business information may not be summarized, tabulated, photocopied, or in any other way reproduced without the express written approval of the Branch Chief responsible for the information request. Any authorized reproduction shall be sparing and all procedures herein, strictly followed. Further, all authorized reproductions must be introduced into the confidential business information control system and treated according to the same procedures applicable to the original confidential material.

EPA generated documents or material, or extracts of information containing confidential business information, shall be stamped "For Official Use Only" and include on the first page and/or cover sheet the following statement:

is less clear than this notice. It is due to the quality of the document being filmed

"This document contains data claimed to be confidential business information and shall be handled and stored in accordance with Part III. Chapter 9 of the EPA Security Manual."

f. Landling of Other Information

Reports, memoranda, documents, etc., prepared by EPA or its authorized representatives are not normally circulated outside EPA for comment or review prior to publication except in such cases as described above (6.d.3) wherein confidential business information is expressly included. However, because industrial-data-gathering visits, plant inspections, and source testing can involve inadvertent receipt of confidential business information, it is the policy of ESED to protect all parties involved in the following manner.

Prior to or at the inception of a plant inspection, data gathering visit, or source test. EPA or its authorized representatives discuss with a responsible industry official the information sought, how it is to be used, and how it is to be protected. . A copy of this document may be provided upon request.

Following an inspection, visit, or test, a trip report will be prepared to include, as practicable, all information received by EPA or its authorized representative during the visit or test. The report may be prepared by thorized representative. The draft of that report will either EPA or it. be clearly identified, on an enclosed, colored cover sheet as "Confidential Business - Pending Company Review." A second copy of the draft trip report will be made. It will be forwarded by EPA to the responsible industry official for review. The responsible industry official will be requested by cover letter to review the report, clearly mark any information considered to be confidential, and return the marked report to the responsible EPA employee within two weeks of receipt. The original draft will be kept in the confidential business information file until the marked-up copy is returned by the business firm.

When the reviewed copy of the report, as marked by the responsible plant official, is received by EPA, information designated confidential will be placed in the confidential business information files as described above. The original of the trip report will be edited to delete the confidential information and the trip report will be issued.

ENCLOSURE A

EPA Order 1350. June 12, 1974

DO NOT DETACH

APPLICATION NO:

ENVIRONMENTAL PROTECTION AGENCY

PRIVILEGED INFORMATION CONTROL RECORD

The attached information was received under a pludge of confidence. Aside from any possible accurity classification, it is considered privileged information. This information must be severely recticaed in its discomination, being made evaluable only to those Environmental Protection Agency officials with a valid need for it. All persons reviewing this information must sign below.

WEDDWATION BEFERRED TO

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NAME	SIGNATURE	DATE
		-
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UNAUTHORIZED DISCLOSURE OF THE ATTACHED INFORMATION IS PUNISHABLE BY \$1,000.00 FINE OR IMPRISONMENT OF NOT MORE THAN ONE YEAR, OR BOTH, AND REMOVAL FROM OFFICE OR EMPLOYMENT. (18 USC 1905)

DO NOT DETACH

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TREADMENT OF CONFIDENTIAL INFORMATION

It is 'md	erstood that performance under EPA Contract No
vill requ	ire the Contractor ()
and its e	mployees to have access to confidential information obtained
by EPA un	der section of the Clean Air Act. In fulfillment of
the condi	tions of disclosure contained in the Contract, I
	hereby affirm that I personally will honor the.
11-itatio	ons expressed in the contract concerning my access to such
informati	· ·
Specifica	elly, I shell:
1. use	the information only for the purpose of carrying out the
. vorh	required by the Contract;
2. reft	rein from disclosing the information to enyone other than
EPA	with the prior written approval of each affected business
or	of en EPA legel office; and
3. ret	urn to EPA, through the Contractor, all copies of the in-
for	maticm (and any abstracts or excerpts therefrom) upon request
י על	the EPA Program Office or whenever the information is no
lon	ger required by the Contractor for the performance of work
req	uired by the Contract.
Dated th	ds day of, 1976.
Signatur	

Waste Disposal Questionnaire

Date mailed Sept. 23, 1983

Identical letters sent to the following addresses:

Mr. Bill Summerland Public Works Manager Union County Office Building Post Office Box 218 Monroe, North Carolina 28110 Ron Duzzy, Superviser Elkhart County handfill Goshen, Indiana 465ab

The Honorable R. P. Klein Mayor of Amarillo Post Office Box 1971 Amarillo, Texas 79186

Mr. Sal Santo, General Superintendent Fountain Avenue Landfill New York Department of Sanitation Operation Control/Waste Disposal 125 Worth Street New York, New York 10013

Mr. Herold L. Herbert Edgeboro Disposal Incorporated 39 Edgeboro Road East Brunswick, New Jersey 08816

Mr. Bill Rumpke Rumpke Landfill 10795 Hughes Road Cincinnati, Ohio 45247

Mr. John W. Moore Kinsley's Landfill, Incorporated Post Office Box 36 Deptford, New Jersey 08096

Mr. Bill Walls Regional Engineer Chemical Waste Management Post Office Box 2563 Port Arthur, Texas 77640

Mr. Bruce Ranck Vice President, Eastern Region Browning Ferris Industries Norris Farm Landfill Post Office Box 8733 BWI Airport, Maryland 21240

Mr. Charlie Roundtree Inside Sales Coordinator SCA Chemical Services, Incorporated Post Office Box 55 Pinewood, South Carolina 29125